

COVID Debrief Session Discussion Guide

Desired Outcomes

- Debrief COVID-19 pandemic (and other stressors) to allow space for clinicians to pause and reflect on the rapid changes that have happened, acknowledge losses, nurture healing, and celebrate the work that has been done
- Emotional processing and collective learning
- Build community and demonstrate that we are all in this together

Format

- Beginning March 2021
- 15-minute mini-sessions held during scheduled department meeting. If possible, send three questions before the meeting to allow participants time to process their answers.

Audience

- All NWP employees

Facilitation

- Roles
 - Facilitator – Leader of department meeting (Chief, PIC, Director, ect) - guides the discussion, asks primary questions, on-screen if possible
 - Co-facilitator – in-department colleague - monitor chat, complement primary facilitator as needed to ask follow-up questions and further the discussion
 - The leader and co-facilitator should have a pre-planning meeting prior to starting the debriefing session in order to stay organized and on task
- Psychological Safety Ground Rules - These rules contribute to the psychological safety during the briefing, invites shared participation, and productivity
 - Everyone is heard and respected
 - Create clear understandings
 - Plan for good work and mutual support during the debriefing
- Other stressors - Outside influences also added to the trauma felt by employees and can play a major factor in debriefing
 - Wildfires, social unrest, political tension, ice storms, ect

Agenda Item	Lead/Presenter
Welcome & Introductions	<ul style="list-style-type: none"> • Facilitator welcomes attendees, introduce the session, and introduces the co-facilitator helping to lead the session. • <i>The purpose of this exercise is debriefing personal reactions and emotional processing related to the events of the past year (COVID, wildfires, social unrest, political tension, ice storms). It is not a blaming session. This is a chance to pause and reflect on the rapid changes that have happened, acknowledge losses, and celebrate the work that has been done.</i> • Thank team members and acknowledge them for being present, putting in long hours, undergoing multiple stressors, ect • <i>Similar debriefing protocols are used in many industries including military, first responders, and emergency relief workers to process stressful situations.</i> • <i>Today's activity will only last 15 minutes but if you are interested in further discussion, there will be longer, multi-disciplinary debrief sessions available for registration. Dates and times for the extended sessions will be announced in the Daily Brief.</i>
Session Participation	<ul style="list-style-type: none"> • <i>I'm going to ask a series of three questions. Everyone's participation is encouraged. Please use the 'Raise Hand' feature or type your answers into the chat. I may call on a few of you to share additional thoughts.</i> • If no hands are raised, feel free to read off the chat responses as they come in or share your own answers/reflections. • Feel free to ask people who wrote responses to speak more about their answer.
Question 1 (reaction)	<i>In one or two words, please describe how the COVID pandemic made you feel?</i>
Question 2 (review)	<i>What are good changes (professional or personal) that were a result of the COVID crisis?</i>
Question 3 (coping)	<i>What's one thing that we learned that could be applied in the future?</i>
Closing	<ul style="list-style-type: none"> • Acknowledge the work and quality care the staff delivered to patients • <i>Thank you for your participation. Once again if you're interested in attending one of the longer sessions to continue the discussion please refer to the Daily Brief or contact NWP Wellness for those dates and times.</i>